



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MAY 20, 20156

CLOSING DATE: JUNE 6, 2016

TITLE: REALTY RECORDS CLERK

GRADE: 110 AC

DEPARTMENT: RECORDER OF DEEDS

BARGAINING UNIT: AFSCME Clerical/Tech

ENTRY RATE: \$10.79/hr \$21,041/yr

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under direct supervision, performs various clerical duties involving real estate related documents.

DUTIES & RESPONSIBILITIES:

Answers inquiries by phone, fax, and email or in person regarding copy orders, office policies and procedures and real estate transactions. Responsible for making copies of records for the public and/or for internal use. Operates microfilm retrieval equipment and facsimile and performs minor maintenance of same. Maintains microfilm library. Prepares and maintains records, reports and documents for the office, other county offices and state offices. Proof reads documents for legal format and recordability. Affixes pertinent recording information on documents. Performs accurate data entry into computer system. Operates and maintains computer debit system for prepaid copies. Collects copy and recording fees and prepares receipts for same. Assists in the daily and monthly balancing of receipts. Assists the First Deputy, other Realty Records Clerks, Realty Records Coordinator, Sr. Realty Records Clerks and Bookkeeper with their respective assignments in order to maintain efficiency of the office. Performs other duties such as typing, filing, copying or other basic job tasks as required by the First Deputy.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to communicate with the public, co-workers and other County employees in a polite and professional manner. Thorough knowledge of the location of specific records and the ability to retrieve such records quickly and accurately. Knowledge of the legal format and legal language of documents. Knowledge of the Russell

Indexing System and the Computer Indexing System. Knowledge of office practices and clerical methods. Some physical exertion is necessary when carrying records to and from basement storage.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent. Minimum of one year experience in realty records maintenance/procedures. Typing ability of 50 wpm with accuracy.